



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

#T2287 POLICE RECRUIT

***SALARY: \$3334, Monthly during the Police Academy, effective 12/20/03**

APPLY: FIRST DATE: March 1, 2002

LAST DATE: Open

Please apply promptly. The application filing period may close with five days notice.

NOTE: If you previously took a City of San Diego Police Recruit exam, read the Re-examination Eligibility section on Page 2.

***THIS JOB** is the City's entry-level law enforcement position. After completing the Police Academy, Police Recruits are promoted to Police Officer I, \$4108 a month maximum, and assigned to the Patrol Division. After one year, Police Officers I receive a \$900 annual uniform allowance. Bilingual pay (3.5% of base pay,) is provided to qualified officers, if skills are required. Police Officers may work a 4 day/10 hour, rotating shift work schedule, depending on assignment.

MINIMUM REQUIREMENTS:

GENERAL: United States citizenship or permanent resident alien who is eligible and has applied for U.S. citizenship prior to application for employment.

MINIMUM AGE: 20 years and 6 months on the date you apply and take the Written Test; 21 years by date of Academy graduation.

EDUCATION: Graduation from a high school located within the U.S. or a U.S. territory **OR** passage of the California High School Proficiency Examination or G.E.D. with scores that meet the California standard established by the American Council on Education **OR** possession of a two or four year degree from an accredited college or university. (Accreditation must be from an institutional accrediting body recognized by the Council on Postsecondary Accreditation.) **Candidates screened by the Police Department must present proof of education when they submit their Personal History Statement.**

LICENSE: A valid California Class C Driver's License, which permits you to drive an automobile, will be required at the time of hire.

TYPING CERTIFICATE: Since Police Officers routinely use laptop computers, an ORIGINAL typing certificate indicating the ability to type at a corrected speed of 30 words per minute on a typewriter or computer keyboard must be submitted during the Police Department's Background Investigation Process. The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements need not submit a typing certificate. Internet typing tests will not be accepted.**

Typing tests are given at, but you are not limited to, the following locations: (Call individual centers for further information.)

Centre City / Skills Center:	(619) 388-4600	Mid-City Center:	(619) 388-4500
Cesar Chavez Center:	(619) 230-2895	North City Center:	(858) 627-2545
Educational Cultural Complex:	(619) 388-4881	The West City Center:	(619) 221-6973

HOW TO APPLY: If you meet the minimum requirements, there are three ways to apply for Police Recruit which are listed below.

- (1) **If you have not taken the Police Recruit Written Test or it has been at LEAST six full months since you last took and failed the Written Test,** you will be provided with an employment application to complete when you take the Written Test on any one of the attached dates. The test is given on a "first come-first served" basis (i.e., persons will be denied admittance once all available seats are occupied).
- (2) **TEST WAIVER: If you have graduated from a California P.O.S.T. approved Police Academy with a Basic Peace Officer's Certificate or possess a Basic P.O.S.T. Certificate,** you should obtain a Police Recruit Written Test Waiver Application from the City of San Diego Employment Information Center. Attach a copy of your Certificate to your completed application.
- (3) **TEST WAIVER: If you have previously passed the current Written Test #T2287 AND have expired from the Police Recruit Eligible List,** you should obtain a Police Recruit Written Test Waiver Application from the City of San Diego Employment Information Center. Attach a copy of your Police Recruit Notice of Qualification/Test Results to your completed application.

WRITTEN TEST: The Written Test consists of multiple-choice questions that measure general aptitudes needed to be a Police Officer. No prior law enforcement knowledge is necessary to pass the test which may include the following factors:

SECTION I will measure the ability to...

- Correctly recall specific details of information/situations observed visually.
- Identify and comprehend critical elements of a situation and choose courses of action based on general policies and guidelines.
- Locate destinations and follow/determine appropriate routes using a map and/or map index.
- Correctly follow a series of written directions (north, south, east, west) or movements (left, right) within a general area.

SECTION II will measure the ability to...

- Read, comprehend, and interpret factual or technical materials in a variety of written formats.
- Correctly apply fundamentals of English grammar, spelling, punctuation, sentence structure, written expression, vocabulary, etc.

SCORING: Candidates must first pass Section II **AND** then Sections I and II combined to be placed on the eligible list. **THIS IS A QUALIFYING ONLY (PASS / FAIL) TEST.**

REEXAMINATION ELIGIBILITY: If you fail the Police Recruit Written Test, you may retest **six months after the date that you last took the Written Test**, provided the examination is open.

PERSONAL HISTORY STATEMENT: Successful candidates must submit a Personal History Statement to the Police Department. Information regarding this step of the process will be provided to candidates at a later date.

NOTE: Individuals who are placed on the eligible list **and** are being evaluated by the Police Department for employment, must successfully pass the following prior to hire:

PHYSICAL ABILITY TEST: Persons being evaluated by the Police Department for employment will be scheduled for the Physical Ability Test which is a 500-yard course that simulates a suspect chase and measures a variety of physical abilities necessary in police work. The test requires candidates to: dodge low hanging objects; climb ladders and stairs; run around pylons; jump, step and/or climb over 3, 4, and 6-foot fences; and partially lift and drag a 155 lb. "simulated victim". Test information will be given to candidates prior to their scheduled test date. **THIS IS A QUALIFYING ONLY (PASS / FAIL) TEST.**

MEDICAL EXAMINATION: Candidates must pass a comprehensive medical examination before being hired. Vision requirements vary depending upon the corrective measures employed. (See the attached for details on vision and hearing requirements.)

ELIGIBLE LIST: All candidates who meet the minimum requirements and either pass the Written Test or are approved to waive the Written Test, will be placed on a **one category** eligible list which will be in effect for **two years**. Written notice of your eligibility expiration date will be mailed to you.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; psychological evaluation, Department of Motor Vehicles record check, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:**

Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

JHL/March 1, 2002/*Rev. 4 (12-12-03)/Class 1697

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.



**CITY OF SAN DIEGO POLICE RECRUIT
WRITTEN EXAMINATION SCHEDULE AND JOB REQUIREMENTS
FOURTH QUARTER**

THE CITY OF SAN DIEGO POLICE RECRUIT WRITTEN TEST HAS BEEN SCHEDULED TO BE GIVEN ON THE FOLLOWING DATES, AT THE TIMES/LOCATIONS LISTED BELOW. ENTRANCE TO THE TEST IS ON A FIRST COME - FIRST SERVED BASIS ONLY. ONCE ALL THE SEATS ARE FILLED, NO ONE ELSE WILL BE ADMITTED.

TEST DATES

October 16, 2003

October 29, 2003

December 4, 2003

November 22, 2003

WRITTEN TEST TIME AND LOCATION

9:00 AM - BALBOA PARK CLUB (BALLROOM)

2150 WEST PAN AMERICAN ROAD

This is in Balboa Park , off Presidents Way

9:00 AM - COPPER ROOM

202 'C' STREET

COMMUNITY CONCOURSE

NOTE: THESE TEST DATES ARE SUBJECT TO CHANGE, WITHOUT NOTICE. Prior to attending, you should verify your test date via the internet at www.sandiego.gov/empopp (refer to the "Open Job Opportunities" listing, select "Safety Services", locate the Police Recruit title, select "Yes" for application material and select the appropriate quarter listing); or contact the City of San Diego Testing Office at (619) 236-6358.

INSTRUCTIONS:

1. Allow approximately 5 ½ hours to complete the employment application and take the Written Test.
2. Bring a Driver's License or official I.D. with your picture and signature. Know your Social Security Number.
3. Parking is available at your expense. Note: Once the test begins, no one may leave to pay additional parking fees.
4. If you have previously passed the current Written Test #T2287 AND have expired from the Police Recruit Eligible List, call (619) 236-6358 regarding a waiver for this test.

MINIMUM REQUIREMENTS

IMPORTANT: You must meet the minimum requirements listed below on your test date, unless otherwise indicated.

CITIZENSHIP: U. S. citizenship or permanent resident alien who has applied for U. S. citizenship.

MINIMUM AGE: 20 years and 6 months.

EDUCATION: Graduation from a high school located in the U. S. or a U. S. territory; or passage of the High School Proficiency Exam or G.E.D.; or a two or four year degree from a U. S. accredited college or university.

TYPING SKILLS: During your Background Investigation Process, you must submit a typing certificate to the Police Department that documents your ability to type at a corrected speed of 30 words per minute on a typewriter or computer keyboard. Typing tests are available at: West City Center (619) 221-6973; and Centre City Skills Center (619) 230-2300.

Note: For questions regarding these minimum requirements, as well as the Police Department pre-hire Medical Examination and Background Investigation, please call the City of San Diego Police Recruitment Team at (619) 531-COPS [8:00 am - 4:00 pm, Monday through Friday].

Vision Requirements for Police Recruit Candidates

Page 1 of 2

Vision requirements vary depending upon the corrective measures utilized.

1. If you wear eyeglasses or hard + (non-orthokeratology) contact lenses, your uncorrected vision may be no worse than 20/70 both eyes together. Uncorrected vision worse than 20/20, but not worse than 20/70, must be corrected to 20/20 both eyes together. NOTE: + "Hard" contact lenses also include semi-soft, semi-rigid, semi-permeable, gas permeable, and similar lenses.
2. If you wear soft contact lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement.

To qualify under this provision, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of soft contact lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing soft contact lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear soft contact lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of soft contact lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.

3. If you have undergone orthokeratology and wear orthokeratology lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement. NOTE: Candidates who wear orthokeratology lenses are encouraged to change to soft contact lenses.

To qualify under this provision, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of orthokeratology lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing orthokeratology lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear orthokeratology lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of orthokeratology lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.

4. (a) If you have undergone any type of refractive vision surgery (or "touch up" surgery) such as lasik, radial keratotomy (RK) or photorefractive keratectomy (PRK) a year or longer prior to being medically considered for a Police Recruit or Police Officer position, you must be substantially free of vision problems including, but not limited to: impaired vision at night or under dim lighting conditions; sensitivity to glare; starbursts experienced around light sources such as street lights or headlights; hazing or blurring of vision; eye irritation and pain; progressive regression of visual acuity; and/or daily changes in visual acuity. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

To qualify under this provision, you will be asked to submit the results of a recent eye examination from your private ophthalmologist documenting the status of your vision. We will request this information from you following the medical examination given by the City.

(b) If you have undergone any type of refractive vision surgery (or "touch up" surgery) within less than a year of being medically considered for a Police Recruit or Police Officer position, you may be hired on a "conditional" basis.

Vision Requirements for Police Recruit Candidates

Page 2 of 2

To qualify under this provision, you must successfully complete a City provided vision examination prior to hire and at periodic intervals thereafter, until one year has elapsed from the date of your last vision surgery or "touch up" surgery. You must be substantially free of the vision problems outlined in paragraph 4(a) above. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

5. **In all cases**, you need to have binocular vision (vision in both eyes), normal visual fields, normal binocular fusion, and freedom from other visual conditions that would interfere with your ability to perform the full range of duties of a Police Recruit or Police Officer with the San Diego Police Department.
6. **In all cases**, you need an acceptable level of color vision. This is determined at the time of the medical examination given by the City using standardized color vision tests.

NOTE: The contents of this announcement are for the general information of candidates. They do not constitute an expressed or implied contract. Final determination of a candidate's medical suitability for employment is determined at the time of the medical examination.

Hearing Requirements for Police Recruit Candidates

The City of San Diego uses the California Peace Officer Standards and Training Commission's guidelines on hearing requirements for Police Recruit applicants. These guidelines require pure tone threshold testing for each ear separately at 500, 1000, 2000, 3000, 4000, and 6000 Hz. For acoustical reasons, audiograms must be done without hearing aids in place.

An additional examination by a medical specialist will be required if the screening audiogram is considered "abnormal" or there is a history of ear-related symptoms. In general, an audiogram is considered to be abnormal if thresholds exceed 25 dB. In these cases, the examining physician must determine 1) whether the hearing loss is functionally relevant to the safe performance of patrol duties, and 2) whether the candidate needs to be evaluated by a hearing specialist to assess treatment options and/or prognosis.

Candidates with hearing aids: Candidates who wish to be tested with their hearing aids will be administered a test to assess speech comprehension ability in noise and quiet. Both tests will be administered by sound field methods rather than headphones. An aided audiogram will be reviewed to evaluate sound detection ability.

Prior to testing, the candidate must attest that he/she has worn the aids regularly for at least one month. In addition, all records from the audiologist who dispensed the hearing aids must be provided, including documentation of the fitting program and other hearing aid settings, which are used on a regular basis by the individual.

As a condition of employment, candidates who wear hearing aids will be required to sign a pre-employment agreement obligating them to wear their hearing aids when assigned to field duty or other hearing critical tasks.

NOTE: Any evaluation by a hearing specialist, including additional audiogram testing, will be at the applicant's expense.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER